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Instructions for completing a Special Permit Application for a Bed & Breakfast Homestay Establishment or Temporary Residential Rental Unit for an EXISTING PROPERTY. A \$300 processing fee (non-refundable) is required along with your completed application form.

The following instructions are intended to assist applicants in completing the special permit application form. This is not intended to be an exhaustive list of all requirements; planning staff may request additional information in order to deem your application complete. The numbering below corresponds to the application form numbering.

APPLICATION FOR SPECIAL PERMIT

1. Leave case number blank– staff will fill this out. Include applicant’s name, which may be a business entity or individual.
2. Address of property that will be operated as a bed & breakfast homestay establishment or temporary residential rental unit.
3. Legal description can be determined by running a Property Search through the McLennan County Appraisal District website:
<https://propaccess.trueautomation.com/clientdb/?cid=20>
4. Describe your existing property use (e.g., private single-family home, backyard guest house, full-time rental property, student rental housing).
5. Briefly describe your intended use as applicable to this special permit (e.g., full-time short-term rental property; rent out room(s) in my home; occasionally rent out my home).
6. If you don’t have an existing special permit, this is N/A.
7. State which permit you are applying for: bed and breakfast homestay establishment OR temporary residential rental unit. Please review the definitions in the Ordinance (see attached). The following are examples of how to interpret the ordinance:
 - a. Bed and Breakfast Homestay Establishment
 - i. You live on the property and will rent out one or more rooms in your home. You will remain on site while hosting guests.
 - ii. You live on the property and will rent out your guest house, pool house, air stream, etc. that is located on the same lot. You will remain on site while hosting guests.
 - b. Temporary Residential Rental Unit

- i. You do not live on the property, and will rent out the entire residence, or one or more rooms. You will not reside on site while hosting guests.
 - ii. You live on the property, but do not remain on site while hosting guests. For example, you rent your house during a Baylor game day weekend and stay with friends.
- 8. Leave this blank – staff will fill this out
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- 10. You can submit a simple site plan. This does not need to be an engineered or architectural drawing, but it should be clearly depict your property and site features. The site plan should include:
 - a. Property lines
 - b. Dimensions of your lot
 - c. Structures/buildings – house, garage, guest house, etc.
 - d. Parking area, number of parking spots, and layout. Standard parking stalls are 9’ wide and 18.5’ long.
 - e. Sidewalks, pathways or other pedestrian walkways
 - f. Anything else that you want to include to give Plan Commission and City Council members an understanding of your property
- 11. Not required. Leave this blank.
- 12. List any previous special permit applications you have submitted for a bed and breakfast homestay establishment or temporary residential rental unit.
- 13. Please submit a fee along with your completed application. This fee is used to process your application, including public noticing. The fee is non-refundable, even if your application is denied.
- 14. Staff will fill out these dates. For your information, the 2016 planning department calendar can be viewed here: <http://www.waco-texas.com/pdf/planning/2016%20Calendar.pdf>. Plan Commission meeting are typically held the fourth Tuesday of each month. City Council meetings are held on the first and third Tuesdays of each month.
- 15. Required signatures. Please note that property owner signature is required. If you do not own the property or have the property under contract, please obtain all proper signatures.
- 16. Leave blank if not applicable.
- 17. Special permit requests are heard by the Plan Commission and the City Council. If approved, the special permit will be adopted as a resolution by the City Council. Public hearings will be held at both the Plan Commission and City Council meetings. As part of this process, a notice of your special permit application will be sent to all property owners within 200 feet.
- 18. Information on where to send your application.

SPECIAL PERMIT CHECKLIST AND CRITERIA

- 1. See Site Plan requirements in previous list, item #10.
- 2. Submit representative photos, including a view of the property from the street, and the required parking area. For bed & breakfast homestay establishments, also include photos of

the room(s) for rent. A description of existing site improvements and building elevations are not required. If you are making improvements to the property (i.e., building addition or additional parking area) please indicate this on the site plan.

3. Not required.
4. Not required.
5. See Site Plan requirements in previous list, item #10. Note the parking requirements that are detailed in the Ordinance under [Section 28-962](#). Generally, one space per guest room is required for a temporary residential rental unit, and two spaces are required for a bed and breakfast homestay establishment, plus one added space per guest room.

ADDITIONAL ITEMS AND CONSIDERATIONS

- A. Please complete the Supplemental Written Statement form.**
- B. Standard Special Conditions apply to all temporary residential rental units and bed & breakfast homestay establishments. Please contact the Planning Department to request a copy. Additional conditions may be added to individual permits.**
- C. Bed and breakfast homestay establishments and temporary residential rental units are subject to taxation, including but not limited to hotel occupancy taxes (state and city).**

If you have any questions, please contact us and we will be happy to assist you!